	RY 2023 Cycle 2 Claim Category	Matrix
Type of Inpatient Ho Services: Acute Inp Long-Terr Acute Inp Rehabilita	 Admission Face Sheet/Coding Summary Admission History and Physical (H&P) (signed and dated) Discharge Summary (signed and dated) Physician Orders (signed and dated) Admit Order/Statement 	Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if
2 Psychiatric, Health, and Behavioral Services: In/Outpa Psycholog Psychiatr Behaviora Services Drug and In/Outpa Services Group Ho	 Documentation of Daily Patient Presence, if inpatient (e.g., docensus, etc.) Treatment Plan and Goals (Individual Service Plan, Individual Program Plan, Individual Family Service Plan, Plan of Care in effect during sampled date/s of service) Psychiatric Certification for Admission Admission History and Physical (H&P) Psychiatric Evaluation/Testing Admission Face Sheet/Coding Summary Discharge Summary Physician Orders (signed and dated; include all orders relevan) 	 Ambulance Services (if applicable) All Transfer Forms: Voluntary, Involuntary, or Court Ordered Emergency Department Record/Notes (signed and dated) Evaluation and Management (E&M)/Counseling Notes (with start and stop times if timed service, signed and dated) Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include to the bolded items.

• Nursing Assessment, Flowsheets/Notes

applicable to the sampled claim.

Category	Type of Service	Documents Requested (if applicable to sampled claim)	
3	Nursing Facility, Chronic Care Services, or Intermediate Care Facilities (ICF): Nursing Home and Convalescent Centers Chronic Care	 ** PLEASE DO NOT SEND MINIMUM DATA SET (MDS) DOCUMENTS** Admission Face Sheet Physician Orders (signed and dated; include all orders relevant to sampled claim) Physician/Non-Physician Provider Progress Notes (to include physician's 30-60-90-day progress notes in effect during sampled date/s of service) (signed and dated) Documentation of Daily Patient Presence (e.g., daily census, attendance log, etc.) Nursing Assessment, Notes, and Flowsheets (signed and dated) Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Medication Administration Record (MAR) Treatment Administration Record/Notes (TAR) Physician Treatment Plan/Physician Plan of Care (in effect during sampled date/s of service) Physician Certification/Recertification (signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) All Transfer Forms (for example: to hospital, other facilities) Leave-of-Absence Documentation (sign out forms) Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
4	Intermediate Care Facilities (ICF) for Individuals with Intellectual Disabilities (ICF/IID) and ICF/Group Homes	 Annual Physical Exam (if required) Documentation of Daily Patient Presence (e.g., daily census, attendance log, etc.) Physician Orders (signed and dated; include all orders relevant to sampled claim) Daily Progress Notes (signed and dated, in effect during sampled date(s) of service) Treatment Plan/Plan of Care (in effect during sampled date/s of service) Signed and dated Plan of Care Signature Page applicable to sampled date(s) of service (Care Plan Meeting attendance list and documentation of verbal consent in lieu of in person meeting/signed consent) Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Leave-of-Absence Documentation (sign out forms) Medication Administration Record (MAR) Treatment Administration Record/Notes All Transfer Forms Nursing Assessment, Notes, and Flowsheets (signed and dated) Physician Certification/Recertification (signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) Admission Face Sheet Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
5	Clinic Services: • Hospital-Based Clinics	 Encounter/Clinic Visit Record/Notes (signed and dated) Please note: If a global obstetrician service is billed, please submit the antepartum, delivery, and postpartum records. Please 	 Evaluation and Management (E&M)/Counseling Notes (signed and dated)

Category	Type of Service	Documents Requested (if applicable to sampled claim)	
	 Federally Qualified Health Centers (FQHC) Indian Health Services (IHS) Rural Health Clinic (RHC) 	 submit records for all antepartum visits if more than one visit was billed Treatment Plan (in effect during sampled date/s of service) Signed and dated Plan of Care Signature Page applicable to sampled date/s of service (Care Plan Meeting attendance list and documentation of verbal consent in lieu of in person meeting/signed consent) Clinic Face Sheet Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Physician Orders (signed and dated; include all orders relevant to sampled claim) Nursing Notes (signed and dated) Related Laboratory/Diagnostic Reports Immunization Record Pharmacy Services and Medication Administration Record (MAR) Dental and Diagnostic Service Records (signed and dated) Dialysis Treatment Record/Notes Prenatal Visit(s) (signed and dated) Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
6	Physicians and Other Licensed Practitioners Services (Includes Advanced Practice Nurse, Physician Assistant, Nurse Midwife, and Midwife)	 Encounter/Office Visit/Clinic Record/Notes (signed and dated) Patient Education Documentation Prenatal/Antepartum/Peripartum/Postpartum Record/Notes (signed and dated) Please submit records for all antepartum visits if more than one visit was billed Evaluation and Management (E&M)/Counseling Notes (signed and dated) Related Laboratory/Diagnostic Reports Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items.	 Treatment Plan (in effect during sampled date/s of service) Procedure Record/Notes (signed and dated) Immunization Record Medication Administration Record (MAR) Total Time Spent for Units Billed (i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Dialysis Treatment Record/Notes (if applicable) Referral Documentation (if applicable) Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
7	Dental and Oral Surgery Services	 Dental or Orthodontic Clinical Notes including patient identifiers (signed and dated) Dental X-Ray Notes/DDS interpretation of X-Rays, if X-Rays are billed (please do not send X-Ray films) Dental or Orthodontic Assessment (signed and dated) Dental Chart (related to sampled date/s of service) Dental or Orthodontic Plan of Care (in effect during sampled date/s of service) 	 Dental History Procedure Record/Notes (signed and dated) Anesthesia (Pre- and Post-Op) and Peri-operative Record/Notes, if applicable (signed and dated; with start and stop times) Operative Record/Notes, if applicable (signed and dated) Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service

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8	Prescribed Drugs	 Copy of Prescription in Original, Facsimile, Telephonic, or Electronic Form: Front and Back (if applicable) with Patient Name, Date of Birth, Address, Telephone Number, Physician Name, and Signature (signature method as required/permitted by state regulations) NDC Number Member Profile with Refill History for the Sampled Medication Documented Proof of Beneficiary Acceptance or Refusal of Counseling Member Pharmacy Signature Log/Proof of Delivery Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Physician Medication Order for Skilled Nursing Facility (SNF), Nursing Facility (NF), Intermediate Care Facility (ICF), or ICF for Individuals with Intellectual Disabilities (ICF/IID) (signed and
9	Home Health Services: • Home Health Agency Services • Medical Supplies, Equipment, and Appliances through the Agency	 Physician Certification/Recertification (Physician Certification signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) (Also known as 485) Plan of Care (in effect during sampled date/s of service) Signed and dated Plan of Care Signature Page applicable to sampled date/s of service Physician Orders (signed and dated; include all physician orders relevant to sampled claim) Therapy (Physical Therapy/Occupational Therapy/Speech Language Pathology) Assessments, Treatment Plans, Progress Toward Goals, and Treatment Record/Notes (time in and out) Documentation of Physician Face-to-Face Contact/Encounter with the Beneficiary (if required) Initial/Intake Assessment 	 Nursing Assessments and Notes (time in and out; signed and dated) Nursing Care Plan/Treatment Care Plan (in effect during sampled date/s of service) Home Health Aide Plan of Care Home Health Aide Notes/Worksheets (time in and out; signed and dated by aide and beneficiary or authorized individual) Order/Prescription for Medical Supplies, Equipment, and Appliances (signed and dated) Signature Log/Proof of Delivery for Medical Supplies, Equipment, and Appliances Total Time Spent for Units Billed (and unit identification, i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Infusion Therapy, Medication/Fluid Name and Administration Specifics (time in and out, signed and dated by infusion nurse)

		N1 2023 Cycle 2 Claim Category Wat	
Category	Type of Service	Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items .	Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
10	Personal Support Services: Personal Care Services Qualified Service Provider, Personal Care Attendant, Aide, Homemaker Services, and Respite Care Case Management/ Targeted Case Management Services Private Duty Nursing Meal Delivery	Personal Care Services (Qualified Service Provider, Personal Care Attendant, Aide, Homemaker Services, and Respite Care): • Timesheet, Completed and Signed (include description of services approved and provided) • Physician Certification/Recertification (Physician Certification signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) • Service/Treatment Plan and Goals (in effect during sampled date/s of service) • Signed and dated Plan of Care Signature Page applicable to sampled date/s of service Case Management/Targeted Case Management Services:	 sampled claim) Initial Intake Assessment/Reassessment (as relevant to dates of service) Beneficiary's Signature/Proof-of-Service Receipt Total Time Spent for Units Billed (i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Statement of Medical Necessity
		 Case Management Care Plan/Updates and Notes (in effect during sampled date/s of service; including telephonic contact) Case Management Invoice/Billing/Timesheet Private Duty Nursing:	 Beneficiary's Signature/Proof-of-Service Receipt Total Time Spent for Units Billed (i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Referral for Case Management/Statement of Necessity
	Services	 Physician Orders/Statement of Medical Necessity (signed and dated; include all physician orders relevant to sampled claim) Total Time Spent for Units Billed (i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Meal Delivery Services: 	 Initial/Intake Assessment/Reassessment Nursing Flowsheets/Notes (completed and signed and dated; with time in and out) Beneficiary's Signature/Proof-of-Service Receipt
		 Meal Delivery Records/Signature Logs/Proof of Delivery Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	• Referral for Services Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
11	Hospice Services: • Services Provided at Home, Nursing	 Admission Face Sheet Initial/Intake Assessment (completed by Registered Nurse) (signed and dated) 	 Hospice Benefit Election/Revocation Forms (signed and dated) Medication Administration Record (MAR)

Category	Type of Sorvice	Documents Requested (if applicable to sampled claim)	
Category	Type of Service Facility, Hospital, or Hospice Facility	 Documents Requested (if applicable to sampled claim) Hospice Nurse Visit and Progress Notes (signed and dated) Physician Certification/Recertification (Physician Certification signed and dated; in effect during sampled date/s of service include cert/re-cert done prior to date/s of service if not completed during requested time frame) Physician's Orders (signed and dated; include all orders relevant to sampled claim) Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Documentation of Daily Patient Presence (e.g., daily census provided by hospice company) Multidisciplinary Care Plan and Notes (may be called Interdisciplinary Group or Interdisciplinary Team) (in effect during sampled date/s of service) Social Work Notes Home Health Aide Notes/Worksheets Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
12	Therapies, Hearing, Vision, and Rehabilitation Services: Physical, Occupational, Respiratory Therapies, Speech Language Pathology, Audiology, and Rehabilitation Services, Ophthalmology, Optometry, and Optical Services, Necessary Supplies and Equipment	 Orders (signed and dated; include all physician or authorized relevant practitioner's orders related to sampled claim) Treatment Plan, Goals, and Signature Page (in effect during sampled date/s of service) Physical Therapy: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1hr., 1 visit, etc.) Occupational Therapy: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1hr., 1 visit, etc.) Speech Language Pathology: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated with start/stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1hr., 1 visit, etc.) Audiology: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1hr., 1 visit, etc.) 	 Respiratory Therapy: Evaluation and Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Ophthalmology: Visit and Progress Notes (signed and dated) Optometry and Optical: Visit Notes (signed and dated), Eyeglass/Optician Invoices Diagnostic Test Results/Documentation of Necessity Durable Medical Equipment, Prosthetic, Orthotic, and Supply Orders Proof of Delivery/Signature Logs Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
13	Day Habilitation, Adult Day Care, Foster Care, or Waiver	Home and Community-Based Services (<i>HCBS</i>), Adult Day Care, Foster Care, or Waiver Services:	

Category	Type of Service	Documents Requested (if applicable to sampled claim)	
	Programs and School- Based Services	 Daily Progress Notes, Flowsheets, Timesheets, Worksheets, and Records (signed and dated; with type, start/stop times, and duration) Attendance Logs Service/Treatment Plan and Goals (in effect during sampled date/s of service) Individual Education Plan (IEP); Individual Program Plan (IPP); Individual Service Plan (ISP); Individual Family Service Plan (IFSP) (in effect during sampled date/s of service) 	 Signature page or video conference attendee list for IEP, ISP or IFSP for plan in effect for date of service Case Management/Supervisory Visit Notes Nursing Assessment and Nursing Notes (signed and dated including type, start/stop times, and duration) (if applicable) Durable Medical Equipment Signature Log/Proof of Delivery Orders from Identified Qualified Provider (if required)
		 School-Based Services (documentation required in addition to above): Individual Education Plan (IEP); Individual Program Plan (IPP); Individual Service Plan (ISP); Individual Family Service Plan (IFSP) (in effect during sampled date/s of service, include Physician Orders if required) Signature page or video conference attendee list for IEP, ISP or IFSP for plan in effect for date of service Daily Progress Notes, Flowsheets, Worksheets, and Records (signed and dated including type, start/stop times, and duration) Beneficiary Attendance Logs Physical Therapy (PT), Occupational Therapy (OT), Speech Language Pathology (SLP), Audiology, Vision, and Respiratory Therapy (RT): Evaluation and Re-evaluation/Notes (signed and dated including type, start/stop times, and duration) 	 Orders from Identified Qualified Provider (signed and dated) Psychological Testing, Mental Health Counseling Notes, Treatment Plan, and Progress Toward Goals Case Management, Skilled Nursing, Social Work, and/or Personal Care Service Notes (signed and dated including type, start/stop times, and duration) Assistive Mobility, Vision, and/or Hearing Technology Device Deaf Interpreter or Sign Language Service Medication Administration Record (MAR) Service/Treatment Plan and Goals (in effect during sampled date/s of service)
		 Transportation Provider: Account Ledger and Billing Statements Ground Mileage/Pick-up and Drop-off Details Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	• Transportation Log Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
14	Laboratory, X-Ray, and Imaging Services	 Physician Order/Requisition Form, (if required) (signed and dated) Laboratory Report/Results Radiology/Imaging Report/Results and Interpretation (please do not send X-Ray films) 	Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The

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			documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
15	Outpatient Hospital Services: Outpatient Emergency Services	 Admission Face Sheet/Coding Summary Admission History and Physical (H&P) (signed and dated) Discharge Summary (signed and dated) Physician Orders (signed and dated) Physician Progress Notes (signed and dated) Operative and Procedure Reports/Notes (signed and dated) *required for all invasive procedures Emergency Department Record/Notes (signed and dated) Nursing Assessment/Notes (signed and dated) Consultation Reports/Notes (signed and dated) Cardiovascular and Respiratory Reports (signed and dated) Laboratory and Diagnostic Tests/Reports Ambulance Services Transportation Record (including mileage) Medication Prescriptions/Orders (signed and dated) Infusion Service Notes Medication Administration Record (MAR) 	 Anesthesia (Pre- and Post-Op) and Peri-operative Record/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Physical and Occupational Therapy Assessments/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Speech Language Pathology (SLP) Assessments/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) Labor and Delivery Record/Notes (Please note: If a global OB service is billed, please include perinatal/antepartum/peripartum/postpartum notes) (signed and dated) All Transfer Forms (signed and dated) Dialysis Treatment Record/Notes (signed and dated) Itemized Billing Sheet (if required based on payment method)
		Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items.	Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
16	Durable Medical Equipment (DME) and Supplies, Prosthetic/ Orthopedic Devices, and Environmental Modifications	 Physician Orders (signed and dated; include all relevant orders for the sampled claim) Durable Medical Equipment/Supplies Prescription (signed and dated) Proof of Delivery/Signature Logs (signed and dated) Total Time Spent for Units Billed (i.e., 15 min., 30 min., 1 hr., 1 visit, etc.) 	 Invoice for Services/Billed Item (dated) Prosthetic/Orthopedic Device Assessments/Notes (signed and dated) Detailed Product Description including Manufacturer, Brand, Model Number, and Item Description Certificate of Medical Necessity (if applicable)
		Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items.	Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.

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17	Type of Service Transportation and Accommodations	 Starting Point and Destination/Odometer Readings Ground Mileage/Air Mileage Details Transportation Log with Beneficiary Signature Physician Order for Transportation/Accommodations (signed and dated) (if applicable) Documentation reflecting Medical Necessity for Transportation and Accommodations Emergency Medical Transportation Records with Documented Medical Necessity of Ambulance Transport (if applicable) Transportation Invoice Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, but please make every attempt to include the bolded items. 	 Transportation/Accommodation Voucher Request Log (if applicable) Documentation to Support Travel by Ferry/Bus/Taxi/Wheelchair Accessible Van, etc. (if applicable) Transportation Schedule for Requested Dates of Service Air Ambulance Flight Summary (if billed on sampled claim) Records for Beneficiary Care During Transport (signed and dated) Chaperone/Escort Documentation, if Appropriate (approval/authorization if required) Note: Please submit the complete medical record with signatures as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.
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18	Denied Claims	No Documents/Medi	cal Records Requested
19	Crossover Claims	No Documents/Medi	cal Records Requested
30	Capitated Care/Fixed Payments: Fixed Payments for Primary Care Case Management (PCCM) Medicare Part A Premiums Medicare Part B Premiums Health Insurance Premium Payments (HIPP) Aggregate Payments	No Documents/Medi	ical Records Requested
50	Managed Care: • Capitated Payments to Health Maintenance	No Documents/Medi	ical Records Requested

Category	Type of Service	Documents Requested (if applicable to sampled claim)
	Organization	
	(HMO), Health	
	Insurance	
	Organization (HIO),	
	or Program for All	
	Inclusive Care for	
	the Elderly (PACE)	
	Plan	
	 Capitated Payments 	
	to Prepaid Health	
	Plans (PHPs)	
99	Unknown	Claim Data is Individually Reviewed for Category Determination